

**INCENTIVE PROGRAM INSTRUCTIONS & INFORMATION**

**ELECTRIC VEHICLE CHARGING STATION (EVCS) INCENTIVE PROGRAM  
PROGRAM REQUIREMENTS  
JANUARY 1, 2020 – JUNE 30, 2021**

Hawai'i Energy is pleased to administer an **Electric Vehicle Charging Station (EVCS) Incentive Program** funded by State of Hawai'i HB 1585 signed into law as Act 142 under contract with the Hawai'i Public Utilities Commission. The purpose of this incentive program is to expand the network of EV Charging Stations and support EV charging infrastructure to encourage electric vehicle (EV) adoption throughout the state.

The State legislature has allocated a total of \$400,000 for EVCS installation projects completed between January 1, 2020 and June 30, 2021:

- Round 1 funding: \$150,000 in rebates for EVCS installation projects completed on January 1, 2020 through June 30, 2020
- Round 2 funding: \$250,000 in rebates for EVCS installation projects completed on July 1, 2020 through June 30, 2021

Applicants for this Incentive Program may submit their applications within 12 months of the date that a qualifying EV charging station was installed, activated, and available for use ("effective date") between January 1, 2020 and June 30, 2021, depending on remaining available funds. Funds are limited; complete applications are accepted on a first-come first-served basis and processed in the order received, as funds are available. Please refer to the EVCS webpage at [www.hawaiienergy.com/evcharging](http://www.hawaiienergy.com/evcharging) for a running tally of the remaining available funds.

This Incentive Program provides rebates for alternating current (AC) Level 2 multi-port charging stations with network connectivity and direct current fast-charging (DC Fast-Charging) EV charging stations with network connectivity to qualified applicants to offset the purchase and installation costs of qualifying EV charging stations. Rebates are not intended for single-family residences or individually owned parking stalls. Eligible EV charging stations are either publicly available; serve multiple tenants, employees or customers; or serve [EV] fleets. Additional programmatic and applicant eligibility requirements are described below in greater detail.

In addition to these state funds, Hawai'i Energy is offering a bonus incentive of up to \$5,000 for AC Level 2 multi-port EV charging stations to existing or new affordable housing facilities serving households in Hawai'i making no more than 100% of the Area Median Income (AMI) as defined per county in the state of Hawai'i. Thanks to the generous support of Ulupono Initiative, affordable housing development Applicants served by Kaua'i Island Utility Cooperative are also eligible for bonus incentives, as funds are available (please contact Hawai'i Energy for updates).



**APPLICANT AND PROGRAM ELIGIBILITY**

To qualify for an EV Charging Station (EVCS) Incentive, Applicants must:

- 1) In the state of Hawai'i, be an individual; nonprofit or for-profit corporation; local, state or federal government agency; homeowner association or authorized entity acting on behalf of other types of multi-unit dwellings; or any other eligible entity as defined under the rules adopted for the EVCS incentive program.
  - a. For the affordable housing bonus incentive, the existing or new affordable housing development at which the EVCS will be located must serve households making no more than 100% of the Area Median Income (AMI) as defined per county in the state of Hawai'i.
- 2) Have the legal right and authority to install the EVCS in a parking area at the Premises identified on the Incentive Application.
- 3) Install, activate and make available for use ("effective date") any qualifying EVCS with network connectivity between January 1, 2020 and June 30, 2021.
- 4) Submit to Hawai'i Energy an Incentive Application Form along with any documentation required under these Program Terms according to the following deadlines and terms:
  - a. Applicant for Round 1 funding of this Incentive Program may submit an Incentive Application Form and required documentation within 12 months of the date that a qualifying EVCS was installed, activated and available for use between January 1, 2020 and June 30, 2020. Complete applications must be received by Hawai'i Energy no later than 4:00pm (HST) on June 30, 2021. Applications are accepted on a first-come first-served basis and processed in the order received subject to availability of funds. Please check the Hawai'i Energy website at [www.hawaiienergy.com/evcharging](http://www.hawaiienergy.com/evcharging) for a running tally of the remaining available funds.
  - b. Applicant for Round 2 funding of this Incentive Program may submit an Incentive Application Form and required documentation within 12 months of the date that a qualifying EVCS was installed, activated and available for use

between July 1, 2020 and July 30, 2021. Complete applications must be received by Hawai'i Energy no later than 4:00pm (HST) on June 30, 2022. Applications are accepted on a first-come first-served basis and processed in the order received subject to availability of funds. Please check the Hawai'i Energy website at [www.hawaiienergy.com/evcharging](http://www.hawaiienergy.com/evcharging) for a running tally of the remaining available funds.

- c. Application must be completed legibly by the Applicant and signed and submitted by an authorized representative. Application must include all necessary supporting information such as layouts, drawings, technical attachments and/or vendor literature. For EVCS upgrades, Applicant must provide documentation of the previously existing EVCS that will be replaced by a new EVCS.
  - d. If selected to receive EVCS rebates, Applicant must submit copies of all eligible invoices and any other documentation (reflecting completion of EVCS installation, activation and availability of use) to Hawai'i Energy no later than 4:00pm (HST) on June 30, 2021 for Round 1 funding and June 30, 2022 for Round 2 funding.
- 5) Applicant must show proof of all expenses associated with their EVCS installation, and indicate if they have or will be receiving funding from other incentive programs. Applicants will be paid a rebate not to exceed the full project cost less any other rebates received.
  - 6) Although not required, Applicants are recommended to consider the option to charge a fee for use of their station in order to encourage most efficient use of the service.
  - 7) Comply with all rules and requirements in this Program's Terms and Conditions.

## PROGRAM REQUIREMENTS

- 1) Applicant may be eligible for a rebate if Applicant installs a new EVCS of the following types where none previously existed:
  - a. An alternating current (AC) Level 2 EVCS with two or more ports with network connectivity
  - b. A direct current fast-charging (DCFC) EVCS with network connectivity
- 2) Applicant may be eligible for a rebate if Applicant upgrades an existing EVCS to either:
  - a. An AC Level 2 EVCS with two or more ports and network connectivity
  - b. A DCFC station with network connectivity
- 3) The rebate offered is designated in the following amounts, as funds are available (not to exceed the full project cost less any other rebates received as stated above in Item 5 under *Applicant and Program Eligibility*):
  - a. AC Level 2 Multi-Port EVCS with network connectivity:
    - i. \$4,500 toward the installation of a new Level 2 EVCS where none previously existed
    - ii. \$3,000 toward the installation of a new Level 2 EVCS to upgrade from an existing Level 1 EVCS, a single-port Level 2 EVCS to a multi-port Level 2 EVCS, a non-networked Level 2 EVCS to a networked Level 2 EVCS, or an unrepairable Level 2 EVCS to a new Level 2 EVCS.
  - b. DC Fast-Charging EVCS with network connectivity:
    - i. \$35,000 per new DCFC EVCS where no previous charging station previously existed
    - ii. \$28,000 per new DCFC EVCS to upgrade from existing Level 1, Level 2, non-networkable DCFC EVCS or an unrepairable DCFC EVCS.
  - c. The affordable housing bonus incentive applies only to AC Level 2 Multi-Port EVCS with network connectivity and will be paid in addition to the above incentives for Level 2 charging stations for existing and new affordable housing developments in the following amounts: (N.B.: affordable housing bonus incentive Applicants will be paid a total amount of rebates not to exceed the full project cost less any other rebates received, as stated above in Item 5 under *Applicant and Program Eligibility*.)
    - i. Existing affordable housing development: \$5,000 toward the installation of a new Level 2 EVCS
    - ii. New affordable housing developments: \$1,500 toward the installation of a new Level 2 EVCS
- 4) Applicant must be willing to designate parking spots on a one-to-one ratio to each EVCS port on the Premises.
  - a. Each EV charging station must be publicly available, serve multiple tenants, employees and/or customers, or serve electric vehicle fleets.
    - i. In multi-unit residential dwellings, each EVCS is not required to be available to the general public but must be available to all authorized tenants, employees and/or guests on the Premises.
    - ii. An EVCS serving a single-family residence or a single-family unit via an individually owned parking stall is not eligible for this rebate.
    - iii. For purposes of this program: "fleet" is defined as "a group of two or more electric vehicles owned or leased by a business, government agency or other organization"
    - iv. For purposes of this program: "multi-unit residential dwellings" is defined as "a property with a minimum of five (5) housing-units and eight (8) parking spots."
  - b. EVCS must be accessible to drivers of EVs to charge EVs approved for highway application by the US Department of Transportation.
  - c. Regulatory signage indicating parking stall usage reserved for EV charging must be posted visibly near the EVCS. All signage must comply with all applicable local, state, and federal standards.
  - d. EVCS must remain in service at the Premises specified on the Application for a minimum of three (3) years.

- i. Each EV Charging Station must be maintained in good working order for at least three (3) years via a maintenance agreement and/or extended warranty.
- 5) Each EVCS must meet all City, County, State and Federal government requirements regarding local conditions, restrictions, codes, rules and regulations. All permits necessary regarding the installation of the EVCS and any other support equipment required or necessary for the proper and safe installation of the EVCS must be obtained to be eligible for the rebate.
  - a. Hawai'i Energy reserves the right to verify and inspect the EVCS at any time with reasonable notice.
- 6) Hawai'i Energy reserves the right to modify, amend or terminate the program, in whole or in part, at any time and for any reason without prior notice.

## **EQUIPMENT SPECIFICATIONS**

- 1) Equipment requirements for eligible EV Charging Stations in this incentive program are as follows:
  - a. AC Level 2 charging station that:
    - i. Utilizes alternative current (AC) electricity providing at least 3 kW
    - ii. Is network-capable (i.e., able to connect with a network provider)
    - iii. Is capable of providing electricity from a non-vehicle source to charge the batteries of one or more EVs
    - iv. Meets recognized standards and protocols, including but not limited to SAE J1772 and Tesla protocol
    - v. Is designed and installed in compliance with Article 625 of the National Electrical Code to appropriate Nationally Recognized Testing Laboratories' standards
  - b. DC Fast-Charging charging station that:
    - i. Utilizes direct current (DC) electricity providing 40 kW or greater
    - ii. Is network-capable (i.e., able to connect with a network provider)
    - iii. Meets recognized standards and protocols, including but not limited to SAE J1772, Tesla protocol, and CHdeMO protocol
    - iv. Is designed and installed in compliance with Article 625 of the National Electrical Code to appropriate Nationally Recognized Testing Laboratories' standards
- 2) All costs incurred for the purchase and installation of EV Charging Stations are the responsibility of the Applicant.
- 3) Equipment installation must be carried out by a qualified and licensed contractor.
- 4) See Terms & Conditions for more details.

## **FEDERAL TAX ID OF PAYEE/TAXABILITY**

- As part of the incentive application process, Hawai'i Energy is required to comply with IRS reporting requirements. In order for the Program to meet these requirements, the Applicant will need to submit IRS form W-9 with its application. It is understood that based on the Applicant's tax status and rebate amount, the Applicant may receive IRS Form 1099 from Hawai'i Energy showing tax eligible rebate/incentive amounts.

## **APPLICATION SUBMISSION AND REVIEW**

- An application may be completed as soon as project funding and/or authorization are secure.
- Further detailed information may be requested or projects that pass the first screening.
- Applications and supporting documents will be reviewed by Program staff who may contact the customer if further information or clarification is required.
- **Email completed application and all supporting documents to: [HawaiiEnergy@leidos.com](mailto:HawaiiEnergy@leidos.com).**

## **QUESTIONS**

- For questions, call the Business Program at (808) 839-8880 (O'ahu) or toll-free at (877) 231-8222 (Neighbor Islands).

## Hawai'i Energy's Terms and Conditions

### 1) Incentives:

Subject to these Terms & Conditions, Hawai'i Energy (the Program) will pay incentives for the installation of qualified and verified Electric Vehicle Charging Stations (EVCS) that meet eligibility.

### 2) Eligibility:

- a) "Applicant" must be, in the state of Hawai'i: an individual; nonprofit or for-profit corporation; local, state or federal government agency; homeowner association or authorized entity acting on behalf of other types of multi-unit dwellings; or any other eligible entity as defined under the rules adopted for the EVCS incentive program. The Applicant can reassign the incentive payment to the trade ally or designated third party. Applicants are ultimately responsible for the compliance with these terms and conditions.
- b) Qualifying equipment is defined as: a new AC Level 2, multi-port electric vehicle charging station with network connectivity; or a new DC Fast-Charging electric vehicle charging station with network connectivity.
- c) Incomplete and/or unsigned applications will be returned unprocessed.
- d) For completed projects, a completed application, invoices and other support documents must be received by 12 months after effective date (i.e., no later than June 30, 2021 for installation projects completed between January 1, 2020 and June 30, 2021; and no later than June 30, 2022 for installation projects completed between July 1, 2020 and June 30, 2021) to be considered for incentive.

### 3) Installation Verification and Data Collection:

- a) The Program may conduct an inspection of the facility to verify pre-installation conditions or confirm installation prior to incentive payment, at any time after receipt of the application and up to three (3) years after the payment of incentive.
- b) The Applicant must provide reasonable access to the facility, the installed equipment, and related documentation and data needed to verify the application.
- c) The Program must be given access to the installed equipment's usage log for program data collection, measurement and verification purposes.

### 4) Compliance:

The Applicant is responsible to abiding by all applicable laws, rules and regulations, and complying with all federal, state, and local codes. Applicant agrees that if the equipment specified in this application is removed within a period of three (3) years, it will return to Hawai'i Energy the incentives that were provided.

### 5) Program Availability:

Payment of rebates is not guaranteed and is subject to the availability of funds.

### 6) Disclaimers:

- a) The Program is not responsible for any tax liability imposed on the Applicant as a result of the payment of any incentive.
- b) The Program is not responsible for obtaining any missing information, signatures, invoices or going to the installation site or contacting the Applicant to inform Applicant of incomplete or missing documentation.
- c) The Program does not expressly or implicitly warrant the performance of installed equipment, the quality of any contractor's work, or that the EVCS will result in any energy or cost savings.
- d) The Program is not responsible for the proper disposal or recycling of any waste generated as a result of this project.
- e) The Program does not endorse any particular market provider, trade ally, manufacturer, product, laborer or system design by offering this Program.
- f) The Program does not guarantee that funding will be available for payment of incentives until this application has been verified and approved by Hawai'i Energy. Submission of the application does not warrant payment under any circumstances should the application not be approved or funding is not available.
- g) The Program reserves the right to modify, amend or terminate the program, in whole or in part, at any time and for any reason without prior notice.

### 7) Indemnification and Limits of Liability:

- a) Applicant will indemnify, defend, and hold harmless the Program and its administrator Leidos, Inc., and the Program's and State of Hawai'i's agents, contractors, employees, officers and directors from any and all liability, claims, loss, damage, death or injury including reasonable attorneys' fees and costs, arising out of or relating to the field or site inspection, installation, use and maintenance of the equipment, designs, practices or methods involved in the Applicant's project.

***Hawai'i Energy's Terms & Conditions (continued)***

b) In no event shall either the Program, or any other indemnified party be liable for any punitive, exemplary, special, indirect, incidental or consequential damages (including, but not limited to, lost profits, lost business opportunities, loss of use or equipment down time, and loss of or corruption to data) arising out of or relating to this agreement, regardless of the legal theory under which such damages are sought.

**8) Federal Tax ID of Applicant:**

Applicant must submit to Hawai'i Energy all the payee information and the IRS Form W-9 with their application for processing of the IRS Form 1099 (most current version from IRS website and dated in the current year). It is understood that Hawai'i Energy may forward a copy of the IRS Form 1099 to the applicant at the end of the calendar year, should IRS Form 1099 apply.

**9) Entire Agreement:**

The entire agreement between the Applicant and the Program is composed of an approved, fully-executed application, and, as applicable, attachments to the application and/or worksheet, pre- installation approval letters, invoices, receipts and any and all such other documentation as required by the Program.

Rebates will be available on a first-come first-served basis for approved applications subject to availability of funds. Please see the Hawai'i Energy website at [www.hawaiienergy.com/evcharging](http://www.hawaiienergy.com/evcharging) for a running tally of remaining available funds.

